

ES 75-1

28 January 1975

DTR-1324

JSA/OPS TR

MEMORANDUM FOR: See Distribution

SUBJECT : Handling of DCI Correspondence Referred
to You for Action or Direct Response

1. This memorandum will confirm oral advice given to some of you in the past with regard to responding to correspondence addressed to the Director which we forward to you for direct response or action.

2. Correspondence from outside the Agency addressed to the Director is reviewed by the Executive Secretariat to determine the necessity of forwarding it to the Director for his information or action. If correspondence is not deemed of sufficient importance to warrant his attention, it is forwarded to the appropriate Directorate or Office for direct action or information. If it is the judgment of that component that the matter does require the Director's involvement, the Executive Secretariat should be so advised and action taken accordingly; e.g., obtain DCI guidance or concurrence in the course of action you propose to take, raise the matter at a Morning Meeting, or prepare response for DCI signature.

3. If a direct reply is prepared, a copy should be provided to the Executive Registry. In such cases, the phrase "The Director has asked me to reply...." is not appropriate, as this suggests that the Director has read the correspondence. Something along the following lines would be preferable:

"This is in response to your letter of _____ to the Director...."

"Thank you for your letter of _____ to the Director...."

"Your letter to the Director, dated _____, has been referred to me for response...."



B. C. Evans
Executive Secretary

STATINTL

MEMORANDUM FOR: Deputy Director of Personnel

SUBJECT : Handling of DCI Correspondence Referred
to D/Personnel for Direct Response


REFERENCE : ER 74-1902

Ben:

Per our conversation this morning, here are some alternate leads other than "The Director has asked me to reply...":

- a) Thank you for your letter to the Director dated _____;
- b) Your letter to the Director, dated _____, has been referred to me for response;
- c) This is in response to your letter to the Director; or
- d) In response to your letter of _____.

There may be others, but if we are to keep correspondence off the DCI's desk and at the same time not imply that we are voting his personal stock, anyone of the above may suffice.


B. C. Evans
Executive Secretary

STATINTL